

PRODUCT FULFILLMENT ASSUMPTIONS

1. CMS expects to ship 200,000 products. CMS would anticipate a 10% increase in subsequent years. Offerors need to understand that orders are not always for one item but can be for multiple quantities, these will be shipped in bulk. Below is an estimate of what CMS anticipate to be shipped by product:

Video tapes-10,000
CD Roms-75,000
Manuals -25,000
Brochures/pamphlets -50,000
Posters- 25,000
Paper fliers - 15,000

2. All products are shipped the least expensive way. Bulk shipments are always shipped ground.

3. When a new product is developed CMS automatically has 5,000 copies shipped directly to the fulfillment contractor and a quantity shipped to the CMS warehouse. The contractor will be required to store a maximum of 5,000 of each of the products in their warehouse to fill orders with. They will have to provide shelf space for each item for fulfillment purposes. They can check the current website at www.cms.hhs.gov/medlearn to see the types of products that are currently available for order.

4. All orders must be shipped within 7-10 working days.

5. The contractor must provide a secure environment for all CMS property.

6. The CMS Project Officer will be responsible processing product shipments to the contractor when products go below the minimum storage level.